

EMERGENCY EVACUATION PLANNING

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GETTING STARTED **GUIDELINES**

BRIEF OVERVIEW

It has always been important to have an evacuation plan, but in today's environment, it is *essential* to have an Evacuation Plan AND a Shelter-in-Place Plan



911

OBJECTIVE

- Have a well prepared team
- Plan to be initialized within 5 minutes or less
- Chain of command to determine the emergency situation

Evacuation Plan or Shelter in Place

WHAT NEEDS TO BE DONE



- ✓ **DESIGNATE and TRAIN an Emergency Coordinator(s) and Alternate(s) AND an Evacuation / Shelter-in-Place Supervisor(s) and Alternate(s)**
- ✓ **Initiate a “buddy system” for individuals with special needs or disabilities**
- ✓ **Post Floor plans with evacuation routes in work areas**
- ✓ **Establish assembly areas**
- ✓ **Establish shelter locations**
- ✓ **Review and know which operating systems can and should be shut down during an emergency situation**
- ✓ **Conduct training in plan requirements with**

EVACUATION PLANNING GUIDE

- > Will your evacuation coordinator be the all-clear / return-to-work coordinator?
- > Have 1 evacuation supervisor per 20 persons
- > Evacuation route maps should have primary and secondary assembly points clearly marked AND if possible, location of key systems and control panels
- > Have at least 2 evacuation exits from every room inside the facility
- > Ensure a headcount at every assembly point
- > If stairways are part of the evacuation plan, ensure evacuees to stay to the right
- > Do not use elevators
- > Safeguard sensitive or classified material



SHELTER-IN-PLACE PLANNING GUIDE

Know who is in the building

- > maintain rosters**

Department supervisors should account for personnel

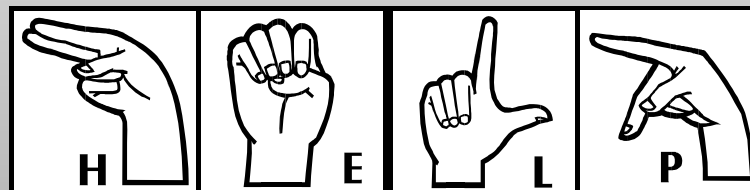
Develop shelter-in-place map to identify shelter location(s)

- > Identify key utility systems**
- > Identify control panels**

Shelter-in-place should be prominently identified

Establish procedures for shelter-in-place notification system

Notification system should allow for communication with hearing-impaired and for those who do not speak English



SHELTER-IN-PLACE PLANNING GUIDE

Have persons responsible for:

- > Shutting down utility systems and control panels**
- > Locking exterior doors, air vents, and closing all windows,**
 - window blinds, shades and curtains.**
- > Checking offices, bathrooms and other spaces**
- > Coordinating personnel with special needs or disabilities and movement of visitors and customers**

Ensure a headcount at shelter-in-place

Safeguard sensitive or classified material

IMPORTANT: Ensure evacuation plans, and equipment for persons with special needs



notification systems, the evacuation of persons with disabilities

REMEMBER:

**Provide first
responders /
emergency personnel
with your evacuation
and shelter-in-place
plans**

EMERGENCY SITUATION AT WORK

SHELTER-IN-PLACE

What is a shelter-in-place?

A shelter-in-place is a room that can act as a barrier between employees and potential danger and/or contamination.

BE INFORMATIVE

Let your employees know what supplies the company / agency can feasibly provide and suggest to employees to consider keeping on-hand a personalized portable kit.

PLAN AHEAD!

REMEMBER THE BASICS!

- ✓ **Radio**
- ✓ **Flashlight**
- ✓ **First Aid Kit**
- ✓ **Personalized**

- ✓ **Fresh Water**
- ✓ **Food**
- ✓ **Clean Air**
- ✓ **Warmth**

Equipment You Will Need

- 1. NOAA Weather Radio (Tone-alert will automatically warn you when a watch or warning is issued.)**
- 2. Battery-operated commercial radio**
- 3. Flashlights**
- 4. Wrench / Pliers**
- 5. Whistle**
- 6. Can Opener**
- 7. HEPA (High Efficiency Particulate Air Filtration)
Filter Fans**

SUPPLIES FOR 3 DAYS

WATER

Necessary for drinking and sanitization. One gallon per person per day for drinking

FOOD

Non-perishable food (special dietary needs = personal kit)

CLEAN AIR

Dust /Filter masks

WARMTH

Blankets

OTHER

Garbage Bags and plastic ties (for personal sanitization and other purposes)

Latex gloves

FIRST AID KIT

Antibiotic / Antiseptic

Cleansers, soap, antibiotic lotion

Sterile, adhesive bandages - assorted sizes

Sterile gauze pads - assorted sizes

Safety pins - assorted sizes

Adhesive tape

Scissors

Tweezers

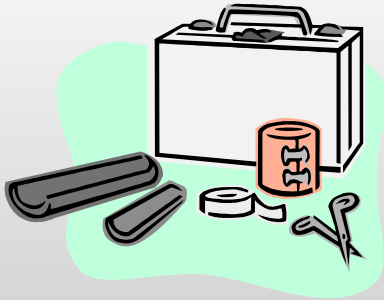
Sewing kit

Thermometer

Petroleum jelly

Moist towelettes

Latex gloves



PERSONALIZED PORTABLE KIT (First Aid Kit)

**A “personalized portable kit” is
based on
each employee’s special needs.**

**Personalized portable kit may be kept
shelter-in-place or with employee.**

SHELTER-IN-PLACE

Barricading for Safety

Label and store all items necessary to barricade the shelter

- ✓ *Plastic Sheeting and duct tape*
- ✓ *Scissors, hammers and nails*

REMEMBER...Label and store all necessary emergency supplies in shelter

SHELTER-IN-PLACE

If you are instructed to take shelter, do so immediately



Close the business and bring everyone inside

Lock the doors; close windows and air vents

Turn off fans, air conditioning / heating systems

**Take your personalized portable first aid kit
(unless it's been contaminated)**

Go into shelter

**Have sign-in sheets to account for all employees and
visitors.**

(Have someone account for these individuals)

**Know how to communicate with people with hearing
impairments or other disabilities, or those who do not
speak English.**

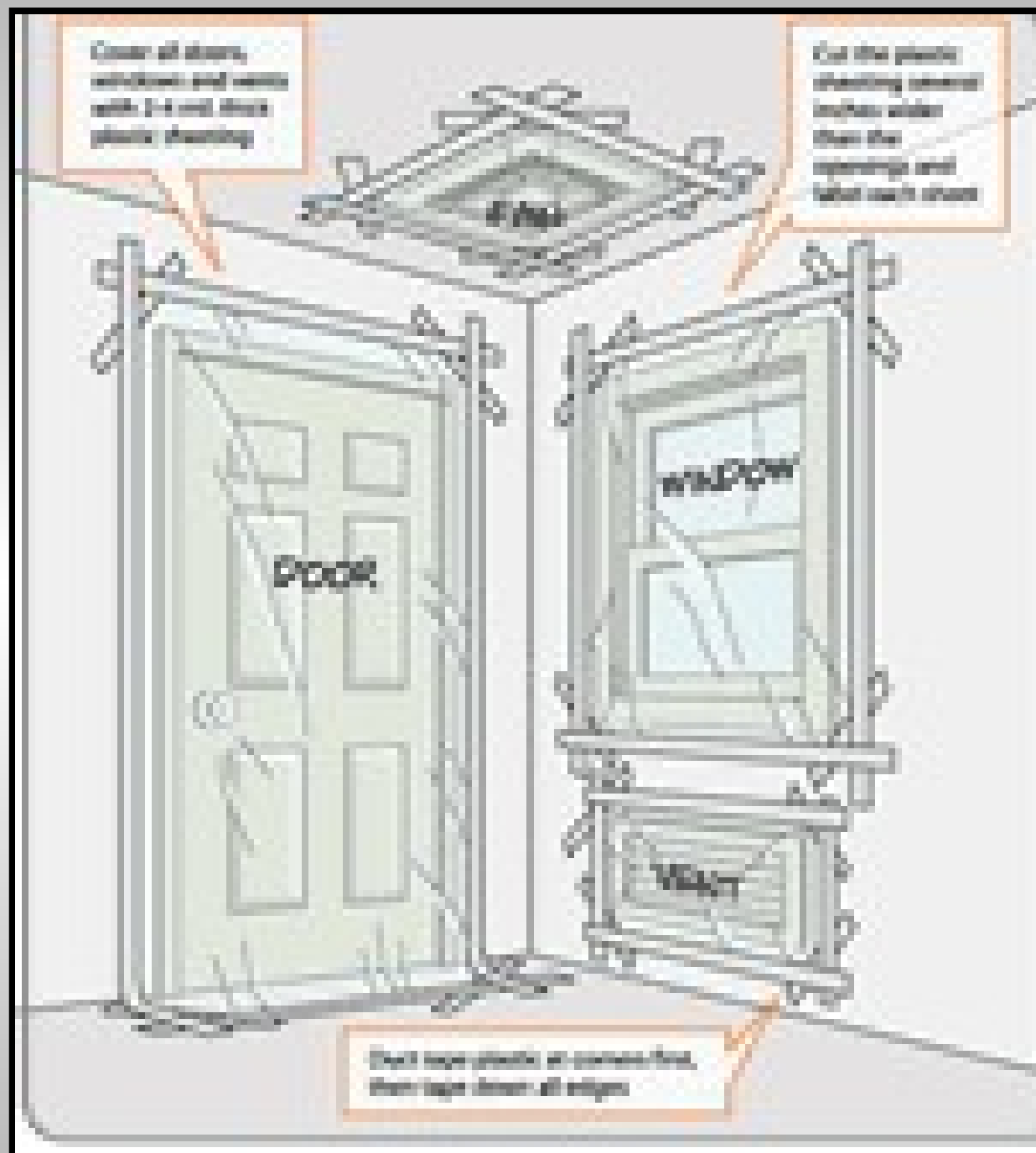
NEXT, SEAL THE ROOM

A temporary protective measure to create
a barrier

Seal the room effectively

- Seal all windows, doors and air vents with plastic sheeting and duct tape (Measure, cut, and label the sheeting in advance)
- Be prepared to improvise
- Track situation and follow instructions
- Avoid confusion ...maximize cooperation ...speak with your employees ...know the plan and individual responsibilities!

REMEMBER...no one can be forced to take shelter but local officials may order that everyone stay put!



**PLAN
DEVELOPMENT
FOR EMPLOYEES
WITH
DISABILITIES**

❖ Include employees with disabilities in the development of your emergency evacuation plan and identify accommodation needs.



❖ One of the best ways to do this is by asking employees whether they have limitations that might interfere with safe emergency evacuation.



❖ How can you ask?

❖ EEOC issued guidance that discusses what information

HOW CAN YOU ASK?

- **After making a job offer, but before employment begins, an employer may ask all individuals whether they will need assistance during an emergency.**
- **An employer may also periodically survey all of its current employees to determine whether they will require assistance in an emergency, as long as the employer makes it clear that self-identification is voluntary and explains the purpose for requesting the information.**
- **Finally, whether an employer periodically surveys all employees or not, it may ask employees with known disabilities if they will require assistance in the event of an emergency. An employer should not assume, however, that everyone with an obvious disability will need assistance during an**

IMPORTANT:

All medical information on employees must be kept confidential. However, first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment or if any specific procedures are needed for emergency evacuations.

IMPORTANT TIPS

- **Hold mock evacuation drills to identify needs that employees may not be aware of.**
- **Develop a method to identify visitors with special needs.**
- **Once accommodation needs are identified, choose effective accommodation options.**
- **Ask employees with disabilities as they are your best resource for information.**
- **Contact local fire and police departments to determine what services they offer and to**

EMERGENCY EVACUATION EQUIPMENT PROVIDERS



WWW.GARAVENTA.CA/ET

EVAC-TRAC



Designed so that a small attendant can easily move a much larger passenger down the stairs, the Evacu-Trac is easily set up and ready for a passenger to transfer from their wheelchair to the comfortable sling seat. The evacuation chair's durable rubber tracks firmly grip the stairs and the safety brake can stop the unit on the stairs if necessary. The Evacu-Trac is completely stable and self-supporting on flat surfaces and during descent



Patented by William A. Moore in 1998, the LifeSlider is a truly original and unique rescue device. Original by its design, the LifeSlider emphasizes comfort and safety for both rescuer and evacuee. Unique in its pricing, the LifeSlider is affordable to the individual, as well as large corporations.

Speed and safety being the key issues in evacuation, the LifeSlider allows the rescuer to descend the stairway at his or her own pace, with the evacuee safely restrained inside the unit in a comfortable,

vertical, seated position. The LifeSlider's compact, flat-bottomed, toboggan-like design allows it to travel down narrow stairs, around tight corners, through small doorways, and across outdoor terrain with ease. The LifeSlider is lightweight, durable, and reusable. Its low center of gravity provides maximum stability. The LifeSlider is virtually maintenance-free, requiring no electricity, batteries, or motors. Anyone can be easily trained to operate the LifeSlider, enhancing the Emergency Preparedness Program in your company or building.

**THANK
YOU!**

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YOU!**